

Submit CORA Request

**** Mandatory fields are highlighted and preceded by an asterisk**

***Subject of Request:**

Please make the subject of your request something other than “CORA Request.” Use something descriptive to this particular request. For example: “Fire Reports for ‘Incident Name’” or “HR Documents for ‘John Smith’”.

Contact Information

***First Name**

***Last Name**

***Email Address**

If do not receive an email
confirmation of your submittal,

***Telephone Number**

please check your SPAM box.

Fax Number

Please include contact information for the person we should contact for questions or clarifications about the request. This is the email address that the response will be sent to.

Request Information

I have read the CORA Request Fee Schedule and understand that there is a charge associated with CORA requests. I understand that an estimate will be provided and I agree to pay a 50% deposit upon receipt of the estimate. I also agree to pay for the FINAL costs before receipt of records.

***I Agree**

Select Choice

You must select “Yes” to acknowledge there is a charge associated with CORA requests.

***Delivery Option**

Select Choice

Select “Electronic” from the Delivery Option drop down menu. If documents are not available electronically, we will contact you for delivery options.

Description of CORA Request

Requests should be as detailed as possible including date, type of record, etc. To review Colorado Laws Concerning Public Records click [here](#). If the document name is unknown, provide brief, but specific description of the document or information requested (note date of issuance and location of the document, if known). A request which is broad, vague, or too voluminous may cause a delay in the time it takes to produce the records.

If the records are available pursuant to C.R.S. 24-72-201 et seq., the records shall be made available for inspection within three working days of receipt of the request. If extenuating circumstances exist, the period may be extended up to an additional seven working days. The requestor will be notified of the extension within the first three days of receipt of the request by the City of Colorado Springs.

Submit CORA Request

Click the SUBMIT button to send your Request. You will receive an email confirmation if your Request is successfully registered.

Be sure to click the submit button only once. A separate CORA Request will be entered each time the button is clicked.

Click “Submit CORA Request.” You will be contacted shortly.